



ProjectWise Web

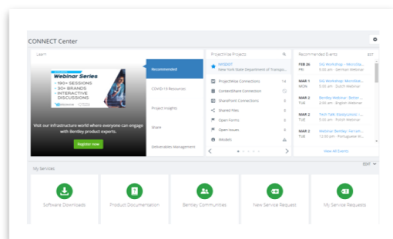
User Guide for Accessing NYSDOT's ProjectWise System

Bentley's ProjectWise system is utilized at NYSDOT to manage engineering data and project documents. ProjectWise Web connects consultants and contractors to this ProjectWise environment through a web browser to exchange and collaborate on project data.

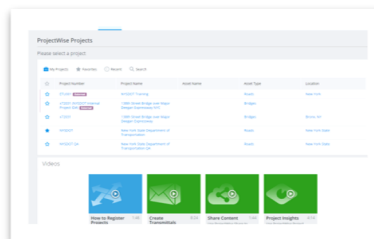
For organizations to access NYSDOT's ProjectWise environment through ProjectWise Web, they will need separate registered user accounts with both NYSDOT and Bentley. Information on how to create a **Bentley Account** and to request a **NYSDOT ProjectWise Account** can be found on NYSDOT's ProjectWise website.

NYSDOT user accounts and access to project data is governed by the **ProjectWise Access Policy**. Users should review this Policy prior to requesting access.

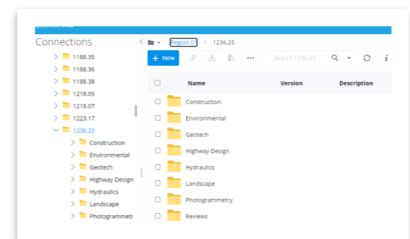
[Click here to review the NYSDOT ProjectWise Access Policy](#)



CONNECT Center



ProjectWise Projects



ProjectWise Web Connections

The following sections provide guidance to users on
accessing ProjectWise Web and utilizing the key features.

Click on a tile to jump to that section.

**How to Access
ProjectWise
Web**

1 page

**Navigate to
Project Folders**

1 page

**Upload and
Download Files**

4 pages

**View & Edit
Documents
with Microsoft
Office Online**

2 pages

**Review File
Properties
(e.g. attributes
& history)**

1 page

FAQ

Answers to frequently asked questions

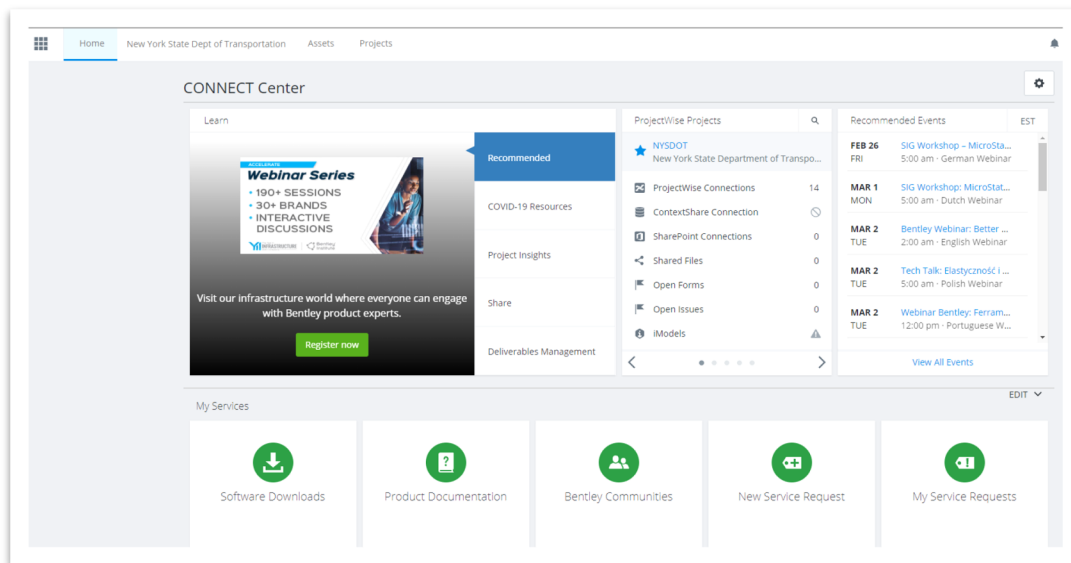
How to Access

[Return to Main Page](#)

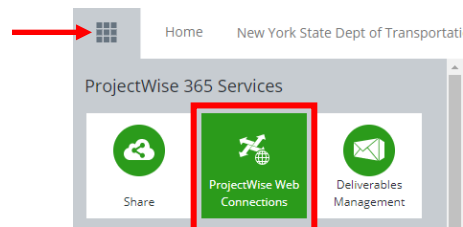
Where To Start

In a web browser, go to **connect.bentley.com** and sign in with the Bentley account you have through your organization. This will bring you to the Bentley CONNECT Center, which is the main portal for access to Bentley's Web Services, including ProjectWise Web and the ProjectWise Web Connections. You can also right click on the Connection Client application icon in your taskbar to access the CONNECT Center.

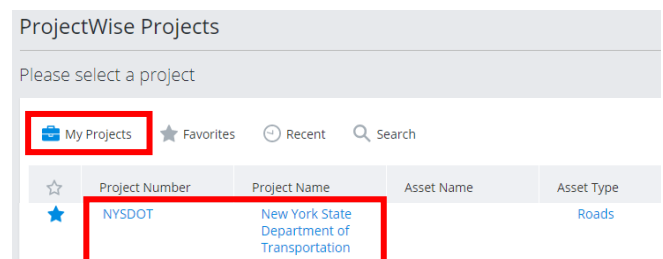
NOTE: Bentley recommends using the Google Chrome or Microsoft Edge browsers.



From the CONNECT Center, click the 'waffle' menu in the upper left corner and select **ProjectWise Web Connections**.



You'll now be presented with the **ProjectWise Projects** page (in 'Favorites' view by default). Click on the 'MyProjects' tab to see all of the Projects you have permissions to access. Select the **'NYSDOT'** project to launch ProjectWise Web where you'll be able to browse to specific project folders by Region.



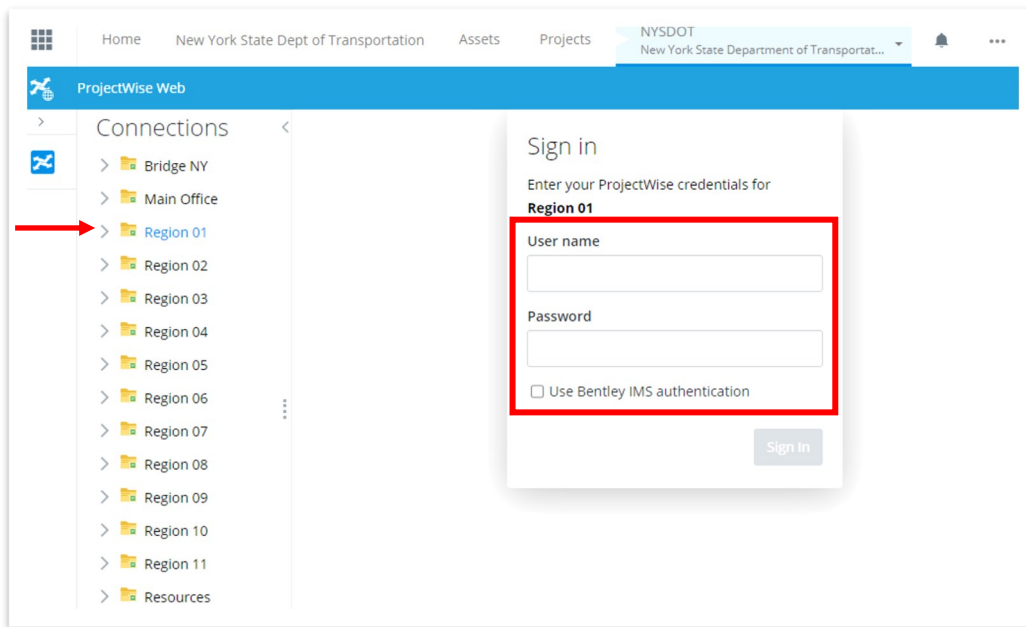
NOTE: Connections to all NYSDOT design and construction projects are accessed from within the overall "NYSDOT" ProjectWise Project.

Navigating to Project Folders

[Return to Main Page](#)

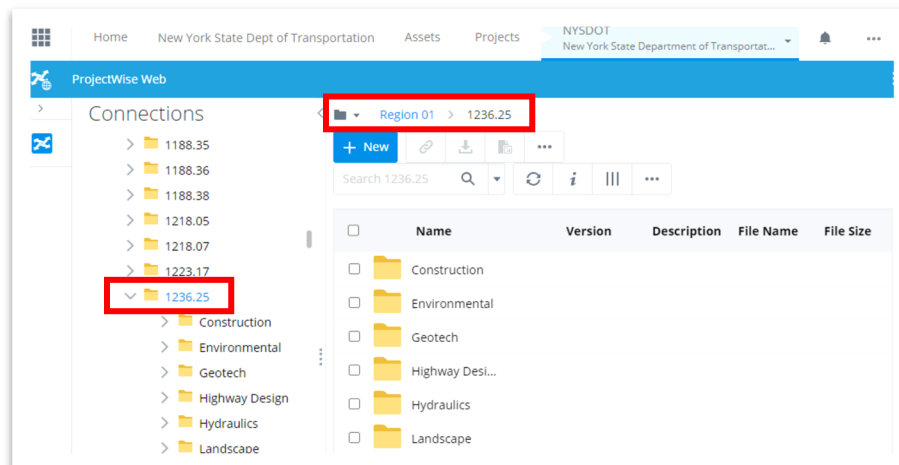
Web Connections

Once you've selected the project "NYSDOT" in ProjectWise Projects, you'll be presented with a list of Connections to NYSDOT Work Areas arranged by Region. You'll be prompted to enter login credentials for each Regional folder you access. Sign in using the ProjectWise account credentials provided to you by NYSDOT.



Locating Individual Project Folders

Once you've signed in to a Connection, you can now browse through the folder tree to locate your specific design or construction project. Clicking on a folder in the left panel will display the subfolders and/or documents in the main panel. The active folder you're currently viewing contents of will be shown in a contrasting color in the left panel. The folder path trail will be displayed above the toolbars.

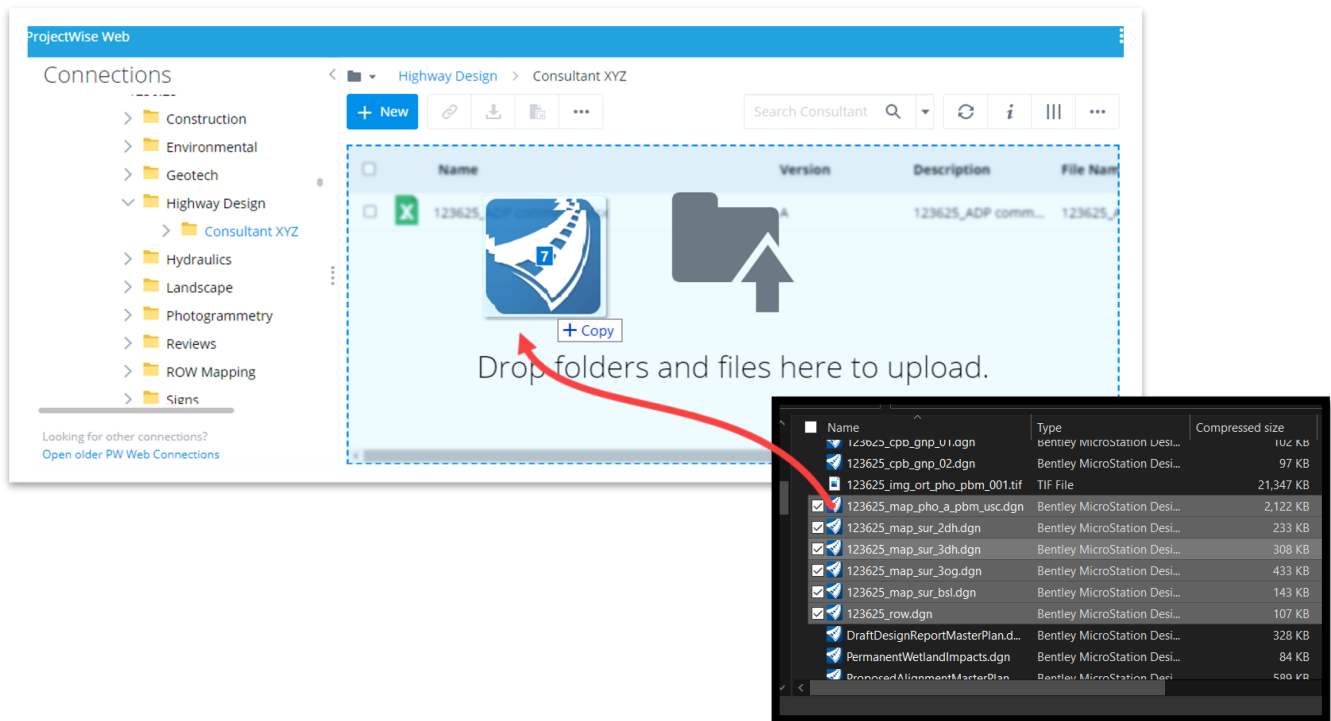


Upload and Download Files

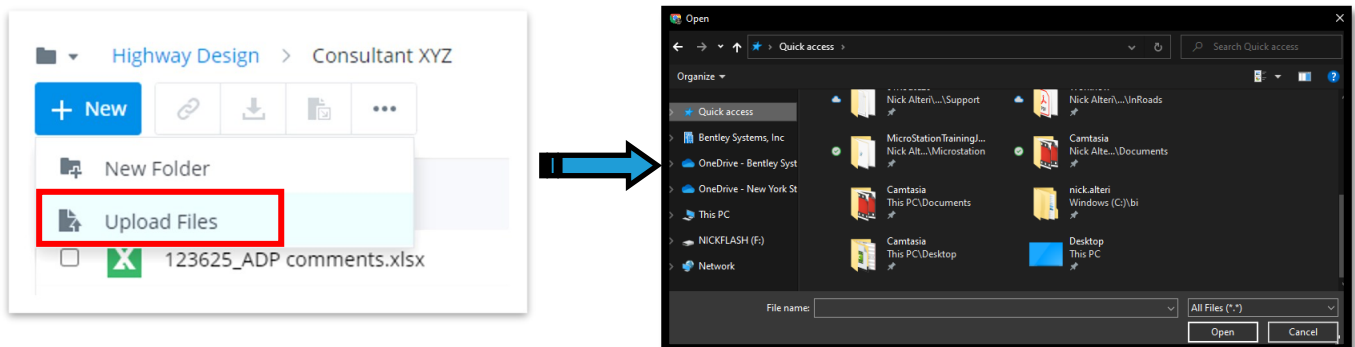
[Return to Main Page](#)

Uploading Files (1 of 2)

There are two methods for uploading files and documents into project folders. The first method is to simply 'drag and drop' the files from the user's desktop or a File Explorer folder. Be sure to have the destination folder selected in the ProjectWise Web left navigation panel, and to drop the files into the main panel on the right side.



The second upload method is to click the **+New** icon and select Upload Files. You'll then be prompted with a dialog to browse to and select the files for uploading. Once the files are selected, click 'Open' to begin the upload. The files will be uploaded to the folder currently being viewed in the main panel.



Upload and Download Files

[Return to Main Page](#)

Uploading Files (2 of 2)

During the upload process ProjectWise Web will check for file naming conflicts, and will prompt you to select the appropriate action for each conflict. The options to resolve these conflicts are to: a) keep the original (ie. cancel the file upload); b) replace the original; c) rename the file being uploaded. When selecting the renaming option, you can proceed with the auto-rename which appends the original name with sequential numbering, or click 'Change' and type in a file name of your choosing.

NOTE: Currently the option of adding a new named version of a file is not allowed.

Resolve conflict

A file with the same name already exists:

123625_ADP comments.xlsx
123625_ADP comments.xlsx 8.40 KB Mar 2, 2021, 6:56 AM Version A

☒ Keep the original
Skip the file that you are uploading

☐ Replace the original
Overwrite the original file

☐ Add as a new version
Version name will be assigned automatically [Change](#)

☐ Add and rename
The file will be named: 123625_ADP comments (1).xlsx [Change](#)

☒ Add and rename
The file will be named: 123625_ADP comments_Structures.xlsx [Cancel](#)
123625_ADP comments_Structures.xlsx

[Finish](#) [Cancel](#)

If you receive a 'File Failed to Upload' message, you do not have proper permissions to upload files to the selected folder. You may be limited to uploading to a designated folder for your organization.

NOTE: Consultants and contractors are not permitted to create or upload folders.

File Failed to Upload

123625_ADP comments.xlsx
8.40 KB Mar 2, 2021, 12:00 AM

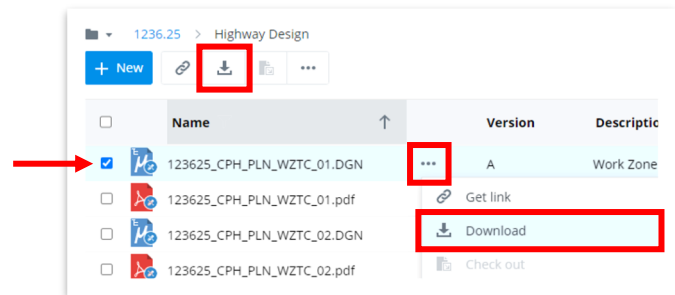
Access denied. You have insufficient privileges to finish this operation.

Upload and Download Files

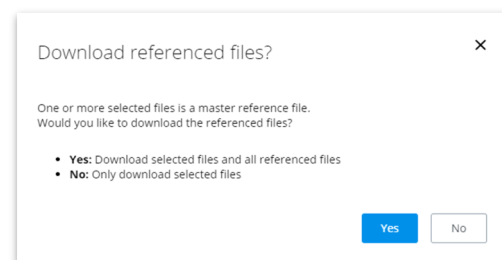
[Return to Main Page](#)

Downloading Files

To download a standalone document, click the check box next to the document and from the action menu (ellipsis button) select Download. You can also select the download icon in the upper toolbar.

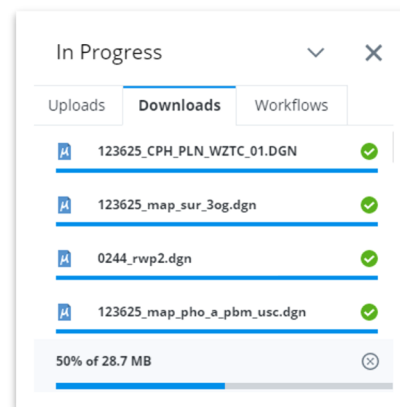


When downloading a CAD file that references other files, you will be prompted whether or not to include the reference files with the download. Clicking 'No' will download just the selected file.

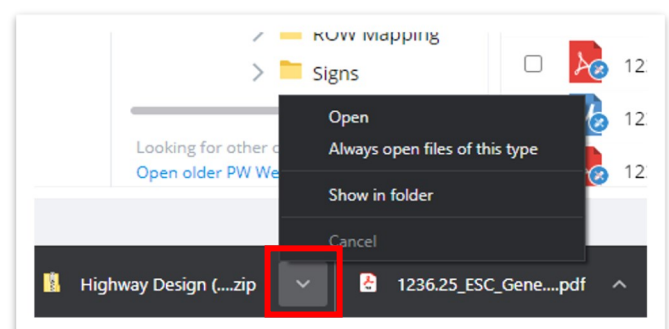


Once the download begins, you'll be presented with an 'In Progress' dialog in the lower right corner of your window. This dialog will show the status of the overall download selection.

NOTE: A download action containing multiple files will combine all files into a single ZIP file. The ZIP file will be named with the file's parent folder name and the download date (e.g. *Highway Design (Mar 02 2021).zip*).



When the download is complete, you'll see the ZIP file or standalone document listed wherever your browser manages downloads. Typically, they will be listed horizontally in a download status bar along the bottom of your browser window. From here you can open the file, or show it in the 'Downloads' folder of Windows File Explorer.



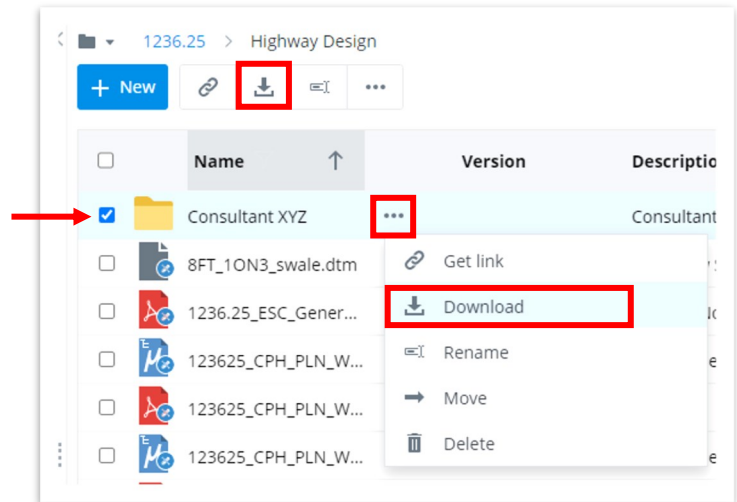
Upload and Download Files

[Return to Main Page](#)

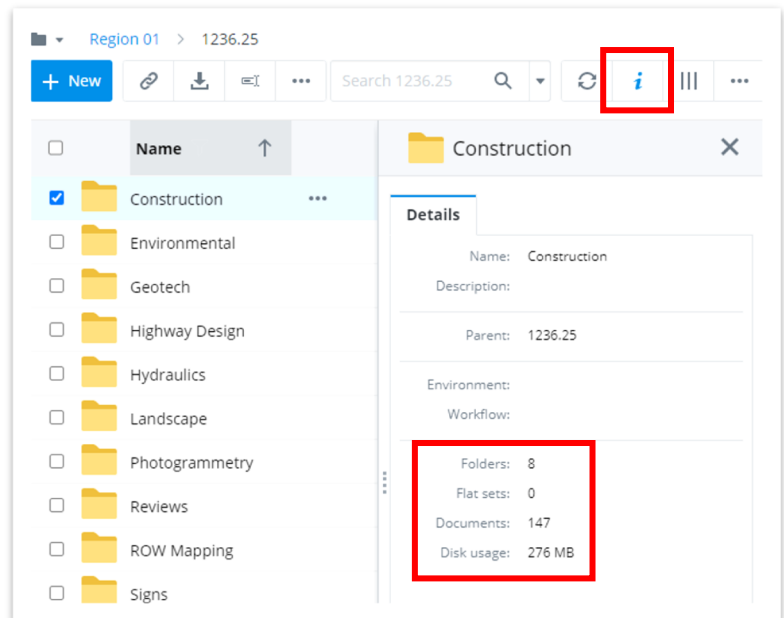
Downloading Folders

Users are able to download a folder using the same method as downloading files. The selected folder and its subfolders and documents are all downloaded to a single ZIP file.

NOTE: Folder downloads can result in very large ZIP file sizes. Depending on the user's network speed and quality, large downloads can encounter network issues, slow speeds and local drive storage limitations.



Prior to initiating a folder download, the user should consider the total amount of data that will be included in the ZIP file. Details on the folder can be reviewed, including number of documents and total disk usage, by clicking the Information Panel icon.



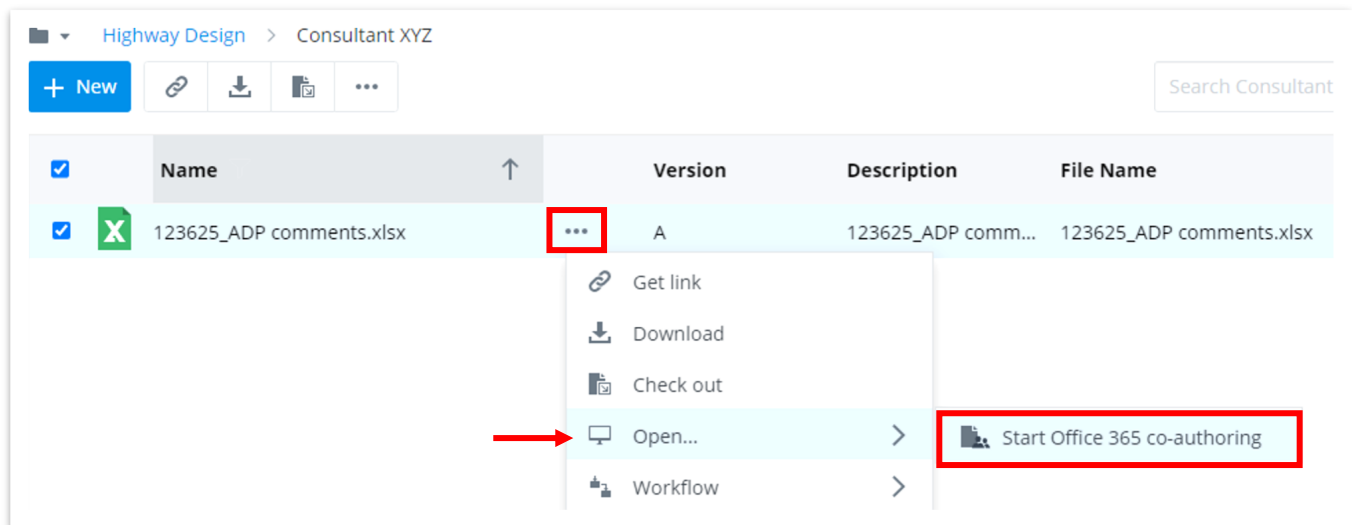
View & Edit Office Documents

[Return to Main Page](#)

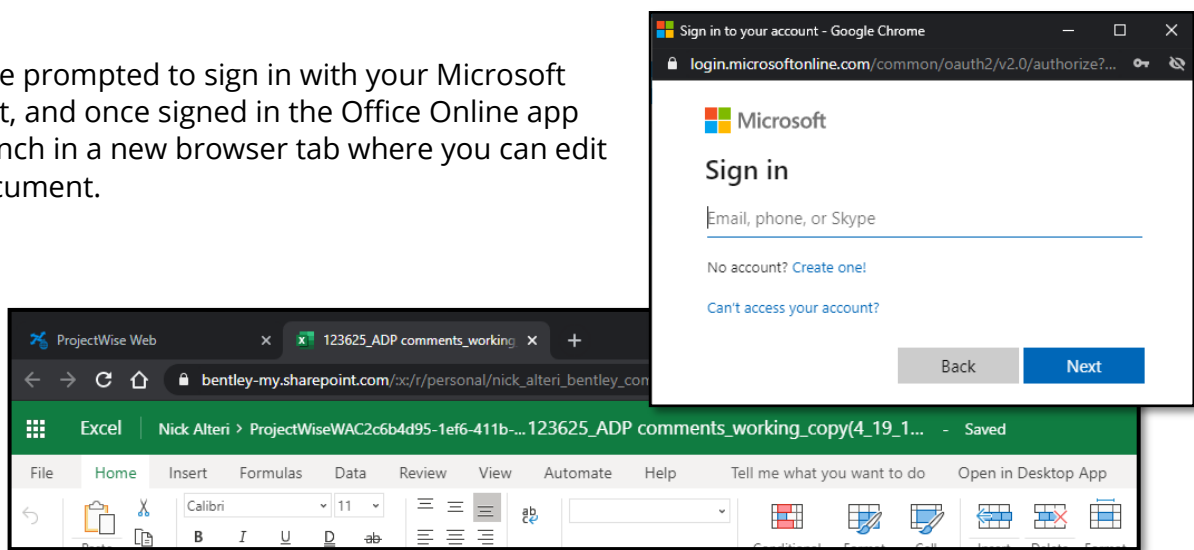
Editing with O365 Online (1 of 2)

ProjectWise Web includes enhanced integration with Microsoft Office 365. Users with an O365 subscription can open and edit Office documents from within their browser. Office Online applications allow users to view and edit Microsoft Word, Excel, PowerPoint and OneNote documents.

To begin a document editing session, open the file action menu, hover over the 'Open...' item and select 'Start Office 365 co-authoring'. Co-authoring allows other users to open and edit the same document simultaneously and see each other's changes almost immediately.



You'll be prompted to sign in with your Microsoft account, and once signed in the Office Online app will launch in a new browser tab where you can edit the document.

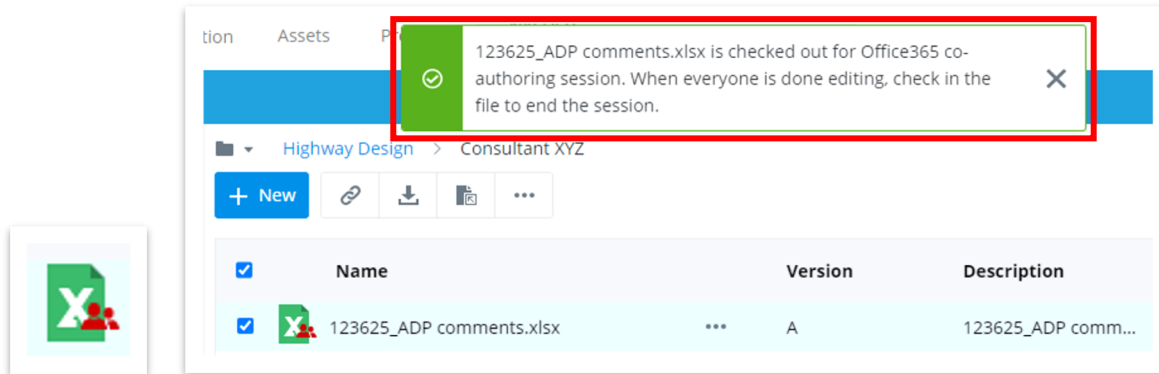


View & Edit Office Documents

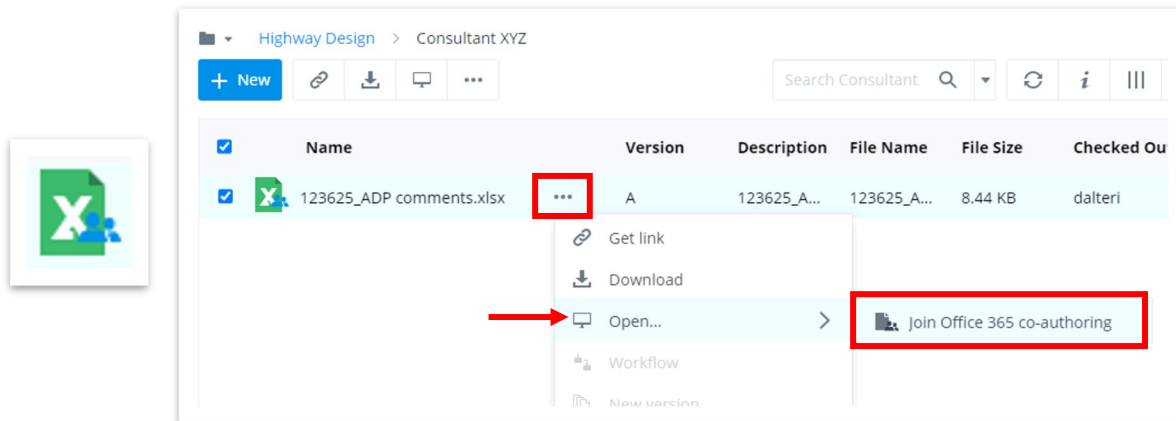
[Return to Main Page](#)

Editing with O365 Online (2 of 2)

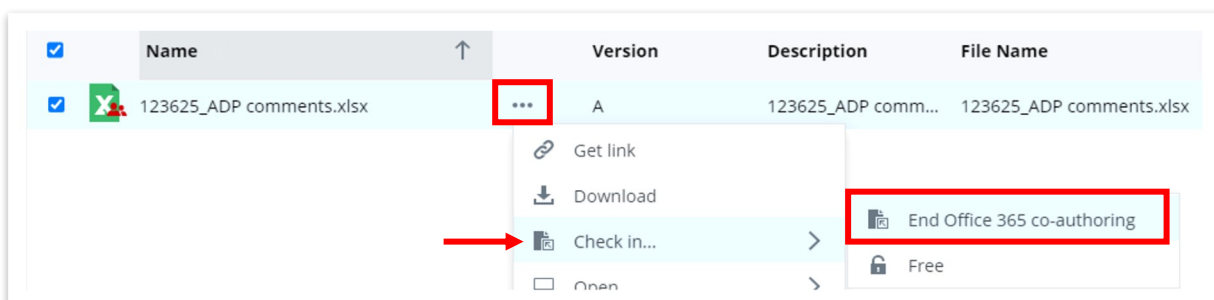
The user who initiated a document co-authoring session will notice a red 'people icon' next to the file's application symbol. They will also be presented with a message stating the file is currently checked out and will need to be checked in once everyone is done editing.



Other users can join the co-authoring session from the file action > Open menu. A blue people icon on the file symbol indicates to users the file is currently being edited in O365.



Changes are saved automatically, so when finished editing simply close the browser tab. The edited file is temporarily saved to OneDrive under the user's account who initiated the editing session. This user must also "Check In" the file to end the session when everyone is done editing the document. Once the document is checked in, the temporary file in OneDrive is automatically deleted.

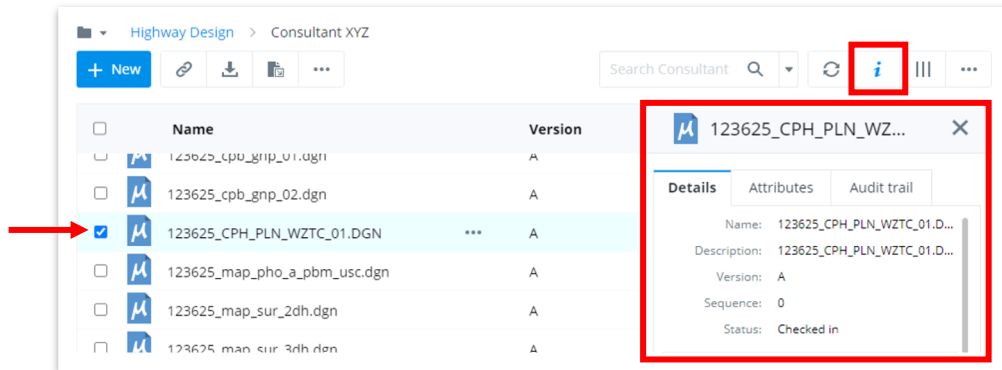


Review File Properties

[Return to Main Page](#)

File Properties

Users can review detailed file properties using the Information Panel. Select a file and click on the icon noted below to open the panel dialog. It will display on the right side of your screen showing three tabs with various types of file information.

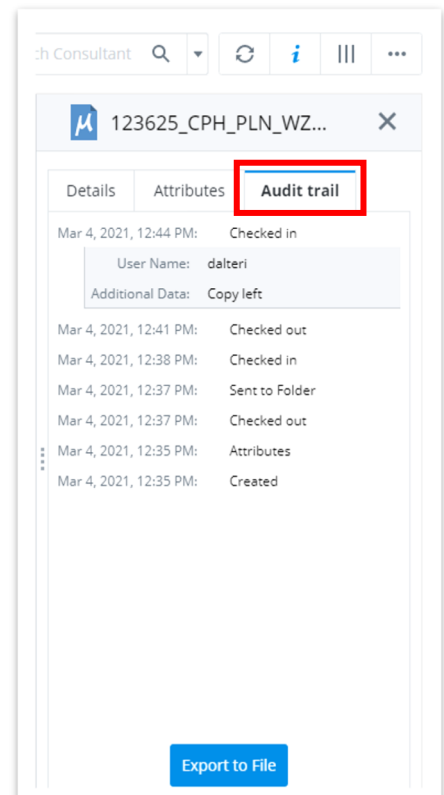
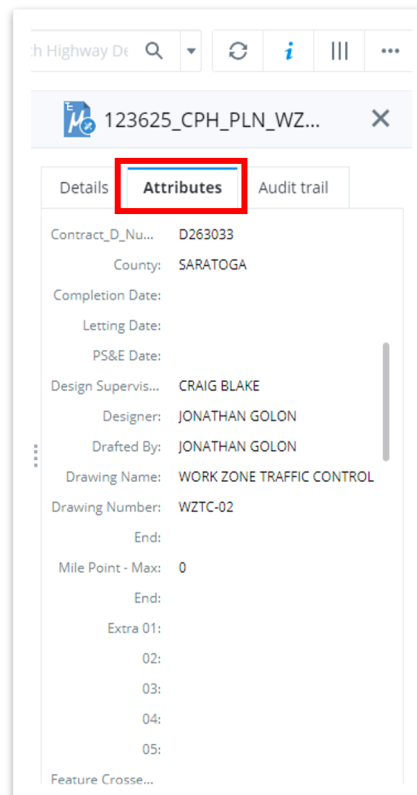
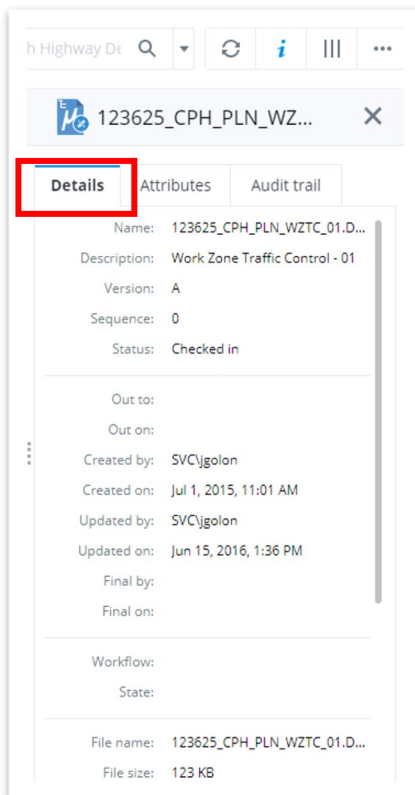


Click between the three tabs in the panel to review the information.

The **Details** tab summarizes basic file data similar to what is listed in the main panel columns.

The **Attributes** tab lists supplemental information that can be entered for each file. Some of this data is configured to appear in the contract plan sheet borders.

The **Audit Trail** tab lists the complete history of the file including editing, exporting and checking in/out activity.



Access Policy

[Return to Main Page](#)

NYSDOT has been using ProjectWise web access as a method to share data with other entities. To protect the integrity of this data, the following policies are in place:

ProjectWise Access Policy for External Users :

ProjectWise external user accounts may be requested for any entity, for the purpose of sharing project related data. It is the responsibility of the NYSDOT employee initiating request.

The following policy governs the creation and maintenance of external user accounts:

- ProjectWise accounts are created for individuals, not organizations. No joint use accounts are allowed. Account sharing will result in the disabling of all an organization's accounts, until we are satisfied that sharing will cease.
- Only department personnel can submit ProjectWise access requests for external users. This includes requests for account creation, account re-enabling, password resets and folder/file access. The requests must be submitted using the department's request process. Typically, the process would be started by the EIC, project manager, or owner of the folder(s) being accessed.
- ProjectWise user account information will be delivered to the user in two parts. The username will be transmitted to the user, by the NYSDOT employee requesting the account. The password will be transmitted directly to the user by NYSDOT.ProjectWiseAdmin@dot.ny.gov.
- ProjectWise passwords will be randomly generated, with a length of 14 characters. All passwords will include at least one uppercase, one lowercase, one numerical and one non-alphanumeric character.
- New ProjectWise accounts must begin to be used within a month of creation. Failure to do so will result in the account being disabled.
- Once an account is active and has been used, the account will remain active until 90 days of continuous inactivity has been reached. After 90 days of inactivity, the account will be disabled.
- Any account that has been disabled for more than nine months, will be removed.
- When an account has been re-enabled, the user has two weeks to begin using ProjectWise. After two weeks, the account will be disabled. This does not reset the inactivity clock.
- When an account has been re-enabled, a new password will be generated and emailed directly to the user by NYSDOT.ProjectWiseAdmin@dot.ny.gov.
- For the purposes of this policy, usage is defined as performing document operations. Uploading and downloading documents are the typical operations performed. The acts of logging in and browsing do not count as usage.
- External users are required to have a ProjectWise specific account. If the user has a NYSDOT Windows login, it shall not be added to any of the department's ProjectWise groups in active directory. These are the groups beginning with dot-PW. If an external user's account is found in one of these groups, it will be removed and blocked from ProjectWise.
- Web access to ProjectWise requires the user to have a Bentley IMS account. All external users must have a Bentley IMS account that is associated to their company. If an onsite external user has been provided with a departmental Bentley IMS account for software entitlement purposes, it can not be used for web access.

To keep an account active, the user must have uploaded or downloaded a document within a month of the account's creation. After that, at least one upload or download must be performed within 90 days to reset the inactivity clock.

Frequently Asked Questions

[Return to Main Page](#)

If I have a NYSDOT ProjectWise account that I've used to access NYSDOT's ProjectWise system in the past, do I need to create a new account?

It depends. You can continue to use your current account to access NYSDOT's ProjectWise Web Connections if you have maintained recent activity as described in the [ProjectWise Access Policy](#). Users who have not maintained this activity will need to contact their NYSDOT consultant manager to re-enable their account. Refer to the documentation on NYSDOT's ProjectWise website for more information.

What browsers can I use with ProjectWise Web?

Google Chrome and Microsoft Edge (the new Chromium-based download) are the recommended browsers to use with ProjectWise Web, but you can use any of the following browsers (latest version is assumed): Google Chrome, Microsoft Edge* (new Chromium-based download), Microsoft Edge (version delivered with Windows 10), Mozilla Firefox, Internet Explorer 11

What content will I see when I log in to a work area in ProjectWise Web?

Once logged in, users will only see NYSDOT folders and documents they have been granted permissions to. You cannot see or access any content in the datasource that you do not have permission to see or access.